



## **SINGLE PHASE ELECTRICIAN'S LICENSE APPLICATION INSTRUCTIONS**

City of Rochester Electrical Examining Board  
City Hall Room 121B, 30 Church Street  
Rochester, New York 14614-1290

### **Summary of Instructions**

To obtain an Electrician's License you must:

1. Complete and return the following to the City of Rochester Building Permit Office, RM 121B City Hall, 30 Church Street, Rochester, New York 14614:
  - A) City of Rochester exam application (form attached) and **submit it with a \$60.00 fee made payable to City of Rochester, Treasurer**, to the Building Permit Office, Room 121-B City Hall, 30 Church Street, Rochester, New York 14614.
  - B) Thomson Prometric, Inc, (City of Rochester approved exam agency) exam application form and **payment of \$90.00** made payable to Thomson Prometric. Forms of payment include; money order, cashier's check, or credit card. Per their instructions: ***no personal checks accepted***.
    - If your application for approval to take the exam is denied by the Electrical Examination Board, your payment to Thomson Prometric will be returned to you.
    - If you pay with a credit card, your credit card **will not** be charged.
2. Submit proof that you meet the minimum experience requirements established for licensing. (See attached matrix of requirements). These requirements are also described below. Read carefully the instructions for references and documentation in this packet.
3. Pass a written examination administered by Thomson Prometric, Inc. The Master Electrical Exam will be based on the National Electrical Code 2008. The Single Phase Exam will be based on the National Electrical Code 2008.
4. Pay the appropriate license fee.

Questions about types of licenses, when a license is required, qualifications for licensing, examinations, fees, penalties, etc., can be answered by calling 428-9339 or by obtaining the Electrical Licensing Ordinance Chapter 49 of the City Code either on the city's web site, [Cityofrochester.gov](http://Cityofrochester.gov) or at the Permit Office, Room 121B, City Hall, 30 Church Street, Rochester, New York 14614.

## **Minimum Experience Requirements**

The Electrical Licensing Ordinance, Chapter 49, from the Code of the City of Rochester as amended April 14, 1992, requires that each applicant for a Single Phase License must have a minimum of 2 years (3,000 hours) of applicable experience and for the Master License 4 years (6,000 hours) of applicable experience. The Electrical Examining Board has interpreted these minimum applicable experience requirements for licensing:

### **For a Single Phase License**

1. The two years of applicable experience required shall consist of at least 3,000 hours of such experience within the past five years.
2. At least 50% or 1,500 hours out of the total requirement of 3,000 hours of applicable experience must consist of work in the field as an apprentice/ electrician/electrical contractor installing and/or repairing electrical wiring, equipment, etc. covered by the National Electrical Code. Applicants, employed by someone other than a contractor in the business of installing and repairing electrical systems, must provide a written detailed explanation of their duties. This must include a minimum of five specific projects that were approved and inspected by a recognized inspection agency. Details of the applicant's duties on these projects are also required.
3. The balance of not more than 1,500 out of the total of 3,000 hours may, at the Board's discretion, consist of either of the following types of experience or some combination of the two:
  - a. Successfully completed electrical course work in an accredited school, two-year or four-year college program or apprentice program as evidenced by diplomas or certificates, etc.
  - b. Electrical estimating, design or supervision of work covered by the National Electrical Code. This experience should be supported by notarized letters from the firms involved.

### **For a Master License**

1. The applicable experience required shall consist of at least 6,000 hours of such experience within the past ten years.
2. At least 50% or 3,000 hours out of the total requirement of 6,000 hours of applicable experience must consist of work in the field as an apprentice/ electrician/contractor installing and/or repairing three phase electrical wiring, equipment, etc. covered by the National Electrical Code. Applicants employed by someone other than a contractor in the business of installing and repairing electrical systems, must provide a written detailed explanation of their duties. This must include a minimum of ten specific projects that were approved and inspected by a recognized inspection agency.
3. The balance of not more than 3,000 hours out of the total 6,000 hours may, at the Board's discretion, consist of the following types of experience or some combination of the three:
  - a. Successfully completed electrical course work in an accredited school, two-year or four-year college program, or apprentice program as evidenced by diplomas, certificates, etc.
  - b. Electrical estimating, design, or supervision of work covered by the National Electrical Code. This experience should be supported by notarized letters from the firms involved.
  - c. Work in the field as an apprentice/electrician/contractor installing and/or repairing single phase electrical wiring, equipment, etc. covered by the National Electrical Code.

**APPLICATION FOR AN ELECTRICIANS LICENSE**  
**City of Rochester Electrical Examining Board**  
**Room 121-B City Hall**  
**30 Church Street**  
**Rochester, New York 14614**

**(Please Print)**

Name		Exam Date
Address		City/State/Zip
Home Phone	Cell Phone	Social Security Number

**Licensing Information**

License applying for: <input type="checkbox"/> Single Phase License <input type="checkbox"/> Master License	Do you currently hold an electrical license? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?
Have you ever had an Electricians license denied, suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, when?_____	I am currently an electrician who is: <input type="checkbox"/> Self-employed <input type="checkbox"/> Employed

**Education**

High School	Year Completed
College	
Correspondence Night School	
Business/Trade/Military/Other	

**Employment**

For applicants who are claiming that all or part of their required experience is from being employed as an electrician, list your employers for the past two years (for Single Phase) or four years (for Master) license starting with your most recent employer.			
A. Employer's Name		Start Date – End Date	Hours Per Week
Address	City/State/Zip	Phone Number	
B. Employer's Name		Start Date – End Date	Hours Per Week
Address	City/State/Zip	Phone Number	
C. Employer's Name		Start Date – End Date	Hours Per Week
Address	City/State/Zip	Phone Number	
C. Employer's Name		Start Date – End Date	Hours Per Week
Address	City/State/Zip	Phone Number	

For applicants who are claiming that all or part of their required experience is from working as a self-employed electrician, list the name of three (3) people who have some knowledge of your ability as an electrician (customers, co-workers, etc.).	
<b>Name of Reference</b>	<b>Contact Number</b>
1)	
2)	
3)	

I hereby certify the above statements and all attachments, made by me, which form this application, are true to the best of my knowledge and belief.	
SIGNATURE: _____	DATE: _____

# City Of Rochester

## Application Matrix for Electrician License

For application fill-in hours and obtain proof required

Experience	Hours attained	Proof Requirements
Single Phase Experience as an Employer of another	Single Phase _____ Hours <b>*(1500 hours minimum)</b> <b>For Single Phase License</b>	1 Notarized reference letter from each employer indicating competent hours of three phase work
Single Phase Experience  Self Employed		8 Certificates and 3 Notarized reference letters indicating competent hours worked
Three Phase Experience as an Employee of another	Three Phase _____ Hours <b>*(3000 hours minimum)</b> <b>For Master License</b>	1 Notarized reference letter from each employer indicating competent hours of three phase work
Three Phase Experience  Self Employed	<b>N/A</b>	20 Certificates and 3 Notarized reference letters indicating competent hours of three phase work
Education or related Experience	_____ Hours	Transcript/Certificates/Diploma/or other proof
<b>Total Experience</b>	_____ Hours	

**\*Minimum Hours: 3000 for Single Phase and 6000 for Masters**

# MASTER RESIDENTIAL (Single Phase)

PROMETRIC



## Exam Registration Form for National Construction Catalog Exams

**Note:** Your eligibility to test is valid for six months from the date authorized by the Sponsoring Entity. Some local licensing departments require a new registration eligibility form every time you test; this includes retaking a failed exam. Please check with your licensing department. **Please send this form and application fee along with the City of Rochester Electrical Exam Application to: City of Rochester, 30 Church Street, Room 121B, Rochester NY 14614**

### Candidate Information

Last Name	First Name	Middle Initial	Social Security Number
_____ - _____ - _____			
Street Address (including Apt. number or P.O. Box, if applicable)			
_____			
City	State	ZIP Code	Email Address
_____			
Daytime Phone Number (including area code) (     )		Business Phone Number (including area code) (     )	

### Sponsor Information (To be completed by Sponsoring Entity only.)

Catalog Exam Code:	Full Exam Name: <b>Master Residential Electrical</b>
_____	
Sponsor Code <b>NY23</b>	Sponsoring Entity <b>City of Rochester, New York</b>
Signature and Title of Authorizing Sponsor Representative	
Date Authorized	

### Exam Selection and Fees

Catalog Exam Code	Exam Fee	Total
_____	\$90	\$
	-	\$
<b>Optional Services</b>	<b>Fee</b>	
Expedited Scoring (per exam)	\$30	\$
Duplicate Score Report (exam title and date: _____)	\$30	\$
Certificate of Achievement	\$30	\$
	<b>Total Fee</b>	<b>\$</b>

**Payment: Fee may be paid by cashier's check, money order, MasterCard or Visa, payable to Prometric.**

**Please include your full name on the check. No cash will be accepted. Fees are nonrefundable.**

To pay by credit card, please complete the information below.

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Card Number	Expiration Date
Name of Cardholder (Print)		Signature of Cardholder

### Exam Date

Catalog Exam Code	Exam Date	Exam Date
_____	_____	_____
_____	_____	_____

By signing and submitting this form, I certify that I am the candidate named above and I agree to comply with all examination rules and regulations. (Keep a copy of this registration form for your records.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Keep a copy of this registration form for your records.)

## **PROOF OF EXPERIENCE INSTRUCTION FOR SELF-EMPLOYED ELECTRICIANS**

**City of Rochester Electrical Examining Board  
Room 121-B, City Hall  
30 Church Street  
Rochester, New York 14614**

For applicants who gained all or part of their electrical experience working as a self-employed electrician, your proof of experience must consist of both of the following:

1. A minimum of five (four for single phase licensing), approved Electrical Certificates from an approved inspection agency for each year of experience required for the license you applied for. In other words, a minimum of eight certificates total for a Single Phase and a minimum of twenty (20) certificated for a Master License.
2. Three reference letters from people whom you have done electrical work for and who can vouch for your competence as an electrician. Three copies of the letter are attached.

The certificates must cover work which clearly indicates to the Board that you have done electrical work of the type that would be covered by the license you applied for. Those applying for a Master's license must provide eight certificates which clearly indicate three phase electrical work.

The certificates for work done outside the City of Rochester should be in your name.

Certificates not in the applicants' name must be accompanied by notarized supporting letters for each of the certificates from the owner, architect/engineer, licensed electrician or contractor on the job. For work done in the city, they should be in the name of the licensed electrician who supervised your work and applied for inspection of the job. They should be accompanied by a letter from the licensed electrician stating that you did the work covered by the inspection certificates.

### **IT IS YOUR RESPONSIBILITY TO:**

- a. Fill in the reference name, address, and your name and type of license applied for on the reference letters provided in this package.
- b. Have each reference answer the questions and then **sign, date and notarize** in the space provided.
- c. Make sure that the reference letters are turned to the Board.

### **Notes to Remember:**

- **No action will be taken on your application until the required number of approved inspection certificates and reference letters are returned to the Board.**
- **If you wish to claim credit for classroom training hours toward the minimum experience requirements, you must furnish the Board with a diploma, certificate, or affidavit that describes the type and length of training. The Board may, at their discretion, allow partial credit for this training**

**REFERENCE LETTER FOR SELF-EMPLOYED ELECTRICIANS**

City of Rochester Electrical Examining Board  
Room 121-B City Hall  
30 Church Street  
Rochester, New York 14614

*(Please Print)*

Name of Reference	Contact Number:
Address:	City/State/Zip

**Dear Reader:**

The following person has applied to the Board for a \_\_\_\_ **Single Phase** or \_\_\_\_ **Master License**, for use in the City of Rochester.

**NAME OF APPLICANT:** \_\_\_\_\_

**PROPERTY ADDRESS WHERE WORK WAS PERFORMED:**

\_\_\_\_\_

For the applicant who has gained all or part of their experience as a self-employed electrician, the Board requires that they submit letters of reference from people whom they have done electrical work for and who can vouch for their competence as an electrician as part of the proof that they meet the minimum experience requirements for licensing.

Please answer the following question. If you have any comments you care to add, please write them on the back of this letter and mail it to the Board at the above address.

Based on the work that the applicant did for you, do you feel that the applicant is qualified for the license they have applied for? (    )YES (    )NO

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

Signature of Reference

Subscribed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public  
(Please Affix Stamp)

**Please note: No action will be taken on the Electrician's Application until the required number of approved inspection certificates and reference letters are returned to the Board by the reference.**

**REFERENCE LETTER FOR SELF-EMPLOYED ELECTRICIANS**

**City of Rochester Electrical Examining Board**

**Room 121-B City Hall**

**30 Church Street**

**Rochester, New York 14614**

*(Please Print)*

Name of Reference	Contact Number:
Address:	City/State/Zip

**Dear Reader:**

The following person has applied to the Board for a (    ) **Single Phase** or (    ) **Master License**, for use in the City of Rochester.

**NAME OF APPLICANT:** \_\_\_\_\_

**PROPERTY ADDRESS WHERE WORK WAS PERFORMED:**

\_\_\_\_\_

For the applicant who has gained all or part of their experience as a self-employed electrician, the Board requires that they submit letters of reference from people whom they have done electrical work for and who can vouch for their competence as an electrician as part of the proof that they meet the minimum experience requirements for licensing.

Please answer the following question. If you have any comments you care to add, please write them on the back of this letter and mail it to the Board at the above address.

Based on the work that the applicant did for you, do you feel that the applicant is qualified for the license they have applied for? (    ) **YES** (    ) **NO**

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

Signature of Reference

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ .

\_\_\_\_\_  
Notary Public  
(Please Affix Stamp)

**Please note: No action will be taken on the Electrician's Application until the required number of approved inspection certificates and reference letters are returned to the Board by the reference.**

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**Dear Reader:**

The following person has applied to the Board for a (     ) **Single Phase** or (     ) **Master License**, for use in the City of Rochester.

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Please answer the following question. If you have any comments you care to add, please write them on the back of this letter and mail it to the Board at the above address.

Based on the work that the applicant did for you, do you feel that the applicant is qualified for the license they have applied for? (     ) **YES** (     ) **NO**

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

Signature of Reference

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ .

\_\_\_\_\_  
Notary Public  
(Please Affix Stamp)

**Please note: No action will be taken on the Electrician's Application until the required number of approved inspection certificates and reference letters are returned to the Board by the reference.**

## **PROOF OF EXPERIENCE INSTRUCTION FOR EMPLOYED ELECTRICIANS**

### **(NOT SELF-EMPLOYED)**

**City of Rochester Electrical Examining Board  
Room 121-B, City Hall  
30 Church Street  
Rochester, New York 14614**

For applicants who gained all or part of their electrical experience working for contractors, your proof of experience must consist of one letter of reference from each employer you worked for in the last two or four years depending on the license you are applying for.

#### **IT IS YOUR RESPONSIBILITY TO:**

1. Fill in the employer's name, address, your name, and license applying for on the reference letters. Four copies are included in this package, make more if needed.
2. For each employer, have a supervisory-level person (foreman, superintendent, owner) answer the questions and then **sign, date and notarize** in the spaces provided.
3. Make sure that the reference letters are returned **by the employer** to the Board.

#### **Notes to Remember**

- **No action will be taken on your application until the required number of approved inspection certificates and reference letters are returned to the Board.**
- **If you wish to claim credit for classroom training hours toward the minimum experience requirements, you must furnish the Board with a diploma, certificate, or affidavit that describes the type and length of training. The Board may, at their discretion, allow partial credit for this training.**
- **It is the applicant's responsibility to furnish these letters of reference. No action will be taken on this application until the required number of reference letters are returned to the Board by the employer.**

**REFERENCE LETTER FOR EMPLOYED ELECTRICIANS**

**City of Rochester Electrical Examining Board**

**Room 121-B City Hall**

**30 Church Street**

**Rochester, New York 14614**

***(Please Print)***

Name of Reference	Contact Number:
Address:	City/State/Zip

**Dear Reader:**

The following person has applied to the Board for a (     ) **Single Phase** or (     ) **Master License**, for use in the City of Rochester.

**NAME OF APPLICANT:** \_\_\_\_\_

One of the conditions for licensing is that the applicant must submit proof that he/she meets the minimum experience requirements established by the Board for a Single Phase or a Master License. For the electrician who gained all or part of his/her experience while working as an electrician, the required proof must consist of a notarized letter of reference from a supervisory-level person (foreman, superintendent, or owner) in each firm which employed the applicant over the required period.

The Board requests each employer to answer the following questions about the applicant's work experience while he/she was employed by your firm. Please put any comments you care to add on the back of this letter and mail to the Electrical Examining Board at the above address.

1. The above applicant was employed by us as an electrician from: <b>(Month/Year)</b> _____ to _____.		
2. During that period of time, the applicant worked an average of _____ hours per week as an electrician.	2A. Average number of hours per week devoted to Single Phase work _____.	2B. Average number of hours per week devoted to Three Phase work _____.
3. The applicant worked _____ weeks at _____ (number taken from <b>#2A</b> above) hours per week on <b>Single Phase</b> (weeks X hours) _____ hours of Single phase work.	Total Single Phase hours _____	
4. The applicant worked _____ weeks at _____ (number taken from <b>#2B</b> above) hours per week <b>Three Phase</b> work for a total of (weeks X hours).	Total Three Phase hours _____	
5. In your judgment, is the applicant qualified to do the work covered by the license applied for?		(     ) YES (     ) NO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisory Position

\*Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
(Please Affix Stamp)

**\*Note: This will not be accepted unless notarized.**

**REFERENCE LETTER FOR EMPLOYED ELECTRICIANS**

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The Board requests each employer to answer the following questions about the applicant's work experience while he/she was employed by your firm. Please put any comments you care to add on the back of this letter and mail to the Electrical Examining Board at the above address.

1. The above applicant was employed by us as an electrician from: <b>(Month/Year)</b> _____ to _____		
2. During that period of time, the applicant worked an average of _____ hours per week as an electrician.	2A. Average number of hours per week devoted to Single Phase work _____ .	2B. Average number of hours per week devoted to Three Phase work _____ .
3. The applicant worked _____ weeks at _____ (number taken from <b>#2A</b> above) hours per week on <b>Single Phase</b> (weeks X hours) _____ hours of Single phase work.	Total Single Phase hours _____	
4. The applicant worked _____ weeks at _____ (number taken from <b>#2B</b> above) hours per week <b>Three Phase</b> work for a total of (weeks X hours).	Total Three Phase hours _____	
5. In your judgment, is the applicant qualified to do the work covered by the license applied for?		(     ) YES (     ) NO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisory Position

\*Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ .

\_\_\_\_\_  
Notary Public  
(Please Affix Stamp)

**\*Note: This will not be accepted unless notarized.**